



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

April 27, 2009

Ms. Mirella Sanchez, Human Resource Specialist
Tenneco Automotive
6925 Atlantic Avenue
Long Beach, CA 90805

Dear Ms. Sanchez:

RE: Final MONITORING VISIT REPORT for Tenneco Automotive ET07-0378

Date of the Visit:	04/23/09
Beginning/Ending Time:	9:00 a.m. – 11:30 p.m.
Date of Last Visit:	06/14/07
Visit Location:	Long Beach
Persons in attendance:	Mirella Sanchez, Human Resource Specialist, Tenneco Automotive Elsa Wadzinski, Contract Analyst, Employment Training Panel
Action Required:	No

Term of Agreement:	05/03/07 – 05/02/09	Agreement Amount:	\$14,688
Training Start Date:	May 3, 2007	No. to Retain:	34
Date Training must be Completed:	02/01/09	Hours of Training:	24
Type of Trainee:	Retrainee	Type of Project:	Fixed Rate

**SUMMARY OF ACTION
REQUIRED FROM THIS VISIT:**

None

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (05/16/2007)

FINAL REPORT SUMMARY:

The Agreement was executed on April 17, 2007, and training began on May 3, 2007. Your project staff reported that all ETP training was completed on January 28, 2009, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – May 2, 2009. There were no revisions during the term of the contract.

You advised the Analyst that 22 of the 34 trainees estimated to be retained (65%), specified on Exhibit A, of the Payment Details Chart, have completed all training and the 90-day retention period. Assuming all other Agreement requirements are met, Tenneco Automotive will earn approximately \$9,504 (65%) of the total ETP Agreement amount. Since you have been paid \$7,128 to date, you will receive an additional \$2,376 in funding after the trainee's retention and wage requirements are verified, during the final fiscal closeout. You advised the Analyst that you will submit the Final Closeout within the next two weeks.

In discussing the ETP training provided, you stated that, although Tenneco was only able to provide 100% of its training to 22 of the 34 trainees outlined in the Agreement, due to production demands, and the current economy; the training provided did improve efficiency by teaching employees processes to work together more cohesively in a teamwork environment and enjoy improved camaraderie.

In discussing what barriers you experienced in implementing your ETP program, project staff stated that there were no barriers in implementing the training, just finding the time to provide it. Further, the current economic conditions did cause the company to run leaner, which did effect the company's ability to train all the trainee's outlined in the contract.

Project staff reported that ETP's websites are user-friendly, and it was easy to learn the systems and enter data; and that the administration of the project was easier to handle with the ETP tracking system. You further added that the ETP staff provided good support throughout the Agreement. In closing, you commented that Tenneco Plus would be interested in returning to ETP for another contract in the future.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	34	Completed Training:	22
Trainees Enrolled:	34	In Retention Period:	22
Dropped Following Enrollment:	12	Completed Retention:	0

The project status you provided corresponds with the Contract Status report that indicates 34 trainees are enrolled, and 12 have been dropped.

ATTENDANCE ROSTERS:

The Analyst reviewed attendance records of all 22 Job 1 trainees listed on Invoice 1 and 2. The review of the Class/Lab Rosters indicated that the Rosters were completed correctly and met ETP requirements; the Agreement curriculum was provided as specified; and you are in compliance with the ratio of one trainer to 20 retrainees, as specified in the Agreement Training Plan.

AUDIT:

Tenneco Automotive will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Elsa Wadzinski at (818) 755-3634 or by email at ewadzinski@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on file

Wally Aguilar, Regional Program Manager
North Hollywood Regional Office

Signature on file

Elsa Wadzinski, Contract Analyst
North Hollywood Regional Office

cc: David A. Guzman, Chief, Audit's & Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor 5/12/09